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Click **Miscellaneous** hyperlink.

Enter Case Number

Click Next.

Select Statement of Financial Affairs, click Next.

Select the Party. If not listed, click Add/Create New Party

**Note:** If it is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

Click Next.

Associate the pdf file of the **Statement of Financial Affairs.** 

Click Next.

Edit the docket text if necessary.

Click Next.

Review final docket text.

Click Next.

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